



UNITED STATES DISTRICT COURT District of New Mexico

Honorable M. Christina Armijo, Chief Judge
Matthew J. Dykman, Clerk of Court

Office of the Clerk

333 Lomas Blvd. NW, Suite 270, Albuquerque, NM 87102

Telephone: 505-348-2000

NOTICE OF JOB OPPORTUNITY

Vacancy Announcement #: 15-LC/OPS-3

ANNOUNCEMENT DATE: October 2, 2015

CLOSING DATE: October 16, 2015 *or until filled*

POSITION: Case Administrator, Temporary
Temporary position ends January 8, 2017
(Full-time)

STARTING LEVEL/SALARY: CL23/Step 1 to CL 25/Step 25
\$31,652 to \$48,403
(Depending on Qualifications)
CL25 Target Grade

LOCATION: Las Cruces, New Mexico

POSITION OVERVIEW

The United States District Court for the District of New Mexico is seeking an exceptional individual to join us in the important work of ensuring equal justice under the law.

The Case Administrator is qualified to perform a variety of duties for the court from case opening to final disposition – i.e., receive and process new cases; maintain the official case events summary on the docket; sort, classify and file case records; gather a jury; and perform as relief for the district and magistrate judge courtroom deputies. The Case Administrator is fully proficient in management and maintenance of the official case records. This position is located in the Las Cruces Clerk's Office, and reports to the Magistrate Judge Case Management Supervisor.

The District of New Mexico is one of the most productive federal courts in the country, with divisional offices in Albuquerque, Las Cruces and Santa Fe. We manage a busy caseload through the use of cutting-edge technology and the contributions of our most valuable asset – our employees. *Join other professionals in the administration of justice, and start making a difference today.*

Recent college graduates are encouraged to apply.

DUTIES AND RESPONSIBILITIES

INTAKE

- ◆ Receive and review incoming documents to determine conformity with rules, practices and court filing requirements. Scan documents for e-submission to the record.
- ◆ Determine fees required, receive payments and issue receipts. Secure funds in cash register and balance cash drawer at the end of the day. Process credit card payments for filed documents.
- ◆ Prepare and process new case filings, verify and issue summonses, verify attorneys' authority to practice before the court, and process mail and e-mail from electronic filers.

RECORDS

- ◆ Prepare, ship and retrieve records from the appropriate Federal Records Center. Maintain integrity of the filing system by monitoring proper access to records and timely and accurate filing of documents. Retrieve files and make copies as needed. Certify court documents. Maintain physical court files.

DOCKET MANAGEMENT

- ◆ Manage the progression of cases, maintain official case records, monitor the completion of required procedural steps, perform attorney maintenance and administration, and answer and route incoming calls. Scan and e-submit manually filed documents. Review filed documents for accuracy and conformity, and take appropriate action.

COURTROOM SERVICES SUPPORT

- ◆ Act as liaison between the judge and counsel; prepare statistical summaries for the judge on the status of cases; call the court calendar, prepare the courtroom for proceedings and ensure all records are available; conduct arraignments of defendants in criminal cases; note appearance of counsel; administer oaths to witnesses and others; file or return exhibits as appropriate.
- ◆ Record any action taken by the judge during in-court proceedings, including operation of the electronic recording equipment.

JURY

- ◆ Monitor court calendars to determine the appropriate number of jurors needed for jury trial days and notify jury division. Prepare and send jury panels to trials. Monitor jury attendance for management of their service and payment, and prepare vouchers for juror and vendor payments.

MISCELLANEOUS

- ◆ Provide basic information to the public, the bar and the court. Assist the public in the use of computerized databases.
- ◆ Perform other duties as assigned.

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

High school diploma or equivalent and two years of general experience. Bachelor's degree is preferred.

General Experience

Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Educational Substitution

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

COURT OPERATIONS

- ◆ Ability to apply the court's policies, procedures, practices, and guidelines related to how cases proceed through the court system; the purpose and format of legal documents; how to process, issue and certify documents; and legal terminology. Ability to acquire knowledge in making docket entries and checking for prohibited filings and unpaid fees on prior filings. Ability to verify attorney admission and understand court calendars and dockets.

INFORMATION TECHNOLOGY AND AUTOMATION

- ◆ Skill in the use of personal computers as well as standard office equipment, such as copy machines, fax machines and typewriters. Knowledge of requisite court computer programs and automated case management systems and equipment to perform case administration. Knowledge of or skill in using a cash register.

JUDGMENT AND ETHICS

- ◆ Ability to consistently demonstrate sound ethics and judgment and maintain court confidentiality requirements.

WRITTEN AND ORAL COMMUNICATION

- ◆ Good skill in communicating and working with judges, counsel and others in scheduling events and managing courtroom logistics. Ability to communicate effectively (orally and in writing) to individuals and groups to provide information. Ability to communicate with parties and answer procedural questions without providing legal advice. Excellent customer service skills.

CONDITIONS OF EMPLOYMENT

- ◆ Employees must be United States Citizens or eligible to work in the United States.
- ◆ Employees of the United States District Court are Excepted Service appointments; Excepted Service appointments are “at will” and can be terminated with or without cause by the court.
- ◆ The United States District Court requires employees to adhere to a Code of Ethics and Conduct.
- ◆ Applicants are subject to a criminal background investigation, credit check, and skills assessment testing. An individual may be hired provisionally pending successful completion of the necessary records checks.
- ◆ Travel expenses for an interview will not be reimbursed.
- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ This position is subject to EFT (direct deposit of salary earnings).
- ◆ This position is temporary.

BENEFITS

A generous benefits package is available to temporary employees, including

- ◆ A minimum of 10 paid holidays
- ◆ Paid annual leave (13 days/year for the first three years, 20 days/year after 3 years, and 26 days/year after 15 years)
- ◆ Paid sick leave in the amount of 13 days/year
- ◆ Optional participation in Federal Employees Health Benefits plans, including dental and vision insurance; Federal Employees Group Life Insurance; Flexible Benefits Program; Long-Term Care Insurance
- ◆ Retirement benefits (FERS)
- ◆ Thrift Savings Plan (TSP)
- ◆ Eligibility for private long term disability plan options
- ◆ Credit for prior government service

APPLICATION INFORMATION

Qualified applicants must submit a **cover letter**, **résumé with three references** and an **AO-78 *** (*Federal Judicial Branch Application for Employment*) by email to usdcjobs@nmcourt.fed.us.

*The AO-78 can be downloaded at <http://www.nmd.uscourts.gov/employment>.

PLEASE INCLUDE “CASE ADMINISTRATOR” IN THE SUBJECT LINE

Applications **must** be submitted in **ONE PDF** document.

Applications must be received by the deadline. Illegible or incomplete applications may result in loss of consideration for the position. Zip files will not be accepted. Documents that cannot be downloaded by the court cannot be considered.

Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted and must travel at their own expense. The U.S. District Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may select a candidate from the original qualified applicant pool.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER